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Illinois. Criminal Justice Infor-
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How to beat a bum rap sheet.

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YOU HAVE A RIGHT TO SEE A COPY OF YOUR CRIMINAL HISTORY RECORD*

Beginning March 16, 1976, every person has the right to see and correct information that the police, courts, correctional, and other agencies maintain. Included in your record is a list of what you have been arrested for, the dates you were arrested and released, and other details about each case.

WHY BOTHER?

The main reason you should want to review your record is to make sure that the information in it is correct. You will also want to be sure that your record includes only legally maintained information. *A record with incorrect information could keep you from getting a State or Federal job, from joining a branch of the armed services, or from obtaining a license in any of a number of different professions.* Judges, military recruiters, and various authorized employers can examine your record and they may be influenced by what they see. So you want to be sure that your record tells the true story of what happened, with the correct dates and facts.

IS IT HARD TO DO?

No. Reviewing your record is a very simple matter. First you must identify yourself and submit the proper form. Then you can look at your record and correct any errors that you find.

** also known as a "rap sheet"*

HOW TO SEE YOUR RECORD

1. IDENTIFY YOURSELF

Go to any police station or county sheriff's office in the state of Illinois between the hours of 8 A.M. and 4 P.M., Monday through Friday. Tell them that you want to see your criminal history record. You will be given a form to fill out called a *Request for Access and Review*. A copy will be yours to keep. You will have to show some form of positive identification such as a driver's license or birth certificate, and you will be fingerprinted. Your prints have to be compared with those in your file to make sure that no one claiming to be you sees your record.

A fee may be charged by the local law enforcement agency to cover the costs of processing your review. This fee will not be more than \$10.

2. MAKE AN APPOINTMENT

Put your copy of your *Request for Access and Review* in a safe place. Within 6 weeks you will receive an appointment notice in the mail telling you that your record is available. If you cannot come at the appointed time, let them know within 25 days by telephoning or by returning the notice in the mail. You should write a date and time on the notice when you will be able to come to see your record.

3. BRING YOUR COPY

Be sure to bring your *Request for Access and Review* and some form of positive identification with you when you go to see your record. If you forget to bring your request form, you will not be able to see your record at that time. If you have lost this form, you will probably have to start over, at step (1).

If you have any official documents concerning your record, you should also bring them with you.

4. BRING YOUR ATTORNEY

You may bring your attorney when you go to review your record. In fact, if you want your attorney to review your criminal history record for you, he or she can complete this process once you have identified yourself properly, as in step (1).

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5. INSPECT YOUR RECORD CAREFULLY

Read your record over very carefully. Make sure that the information about you is completely true. If you have any questions, ask the reviewing officer and he or she will be able to help you. If you ask for it, you will be given a list of the non-criminal justice agencies which have obtained copies of your record since March 16, 1976.

If there are any errors on your record, no matter how small, tell the reviewing officer about them immediately. For further instructions, see the next section called "IF THERE ARE ANY ERRORS."

If there are no errors on your record, you may be asked to sign a statement saying that your record is correct. Whether you choose to sign this statement or not, your review is now complete.

IF THERE ARE ANY ERRORS

6. REQUEST CORRECTIONS

If you find any errors, the reviewing officer will give you a form called a *Record Challenge*. List the correct information on this paper and explain in detail why these corrections should be made. A copy of your *Record Challenge* will be given to you to keep.

If you need a copy of your record, you can obtain one by asking the reviewing officer.

7. A DECISION WILL BE MADE

Within 6 weeks you will receive a notice in the mail. This notice will tell you whether your corrections were approved or denied.

If your corrections were approved, you should bring your *Request for Access and Review* and your *Record Challenge* forms to the police station and check to see that the corrections have been made properly. All the organizations which have received copies of your record since March 16, 1976 will be notified of these corrections.

At this time, you may be asked to sign a statement saying that your record is correct. Whether you choose to sign this statement or not, your review is now complete.

IF YOUR CORRECTIONS ARE DENIED

If your corrections are denied, in whole or in part, the notice you receive will tell you when you can see a written explanation of the decision. Bring both your *Request for Access and Review* and your *Record Challenge* to this appointment.

If you are not satisfied with the explanation you are given, there are two things that you can do. First you can apply for an Administrative Review. Application forms for this procedure are available at your local police station. If you are still not satisfied with the results after the Administrative Review has been completed, then you may file an Administrative Appeal with the Illinois Criminal Justice Information Systems Council. The Council's decision will be final unless you choose to file a civil suit in a court of law.

FOR FURTHER INFORMATION:

Contact your local police or county sheriff's office.

WARNING

IT IS A VIOLATION OF FEDERAL LAW (42 U.S.C. § 3771) TO USE THESE PROCEDURES FOR ANY PURPOSE OTHER THAN THE INDIVIDUAL REVIEW OF A CRIMINAL HISTORY RECORD, ANY EMPLOYER WHO REQUIRES SUCH INFORMATION AS A CONDITION OF EMPLOYMENT WILL BE SUBJECT TO A \$10,000 FINE. VIOLATIONS SHOULD BE REPORTED TO THE UNITED STATES ATTORNEY'S OFFICE AND TO THE ILLINOIS CRIMINAL JUSTICE INFORMATION SYSTEMS COUNCIL IMMEDIATELY.



Illinois Criminal Justice Information Systems Council
Illinois Law Enforcement Commission
120 South Riverside Plaza
Chicago, Illinois 60606

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YOU HAVE A RIGHT TO SEE A COPY OF YOUR CRIMINAL HISTORY RECORD

- Beginning March 16, 1976
- The information in your record should be correct.
- If the information is not correct, you can have it changed.
- Review forms are available at your local police station.
- Read the instructions inside.

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